

Tennessee Department of Human Services

Job Announcement

POSITION TITLE: Field Management Director 2, Division of Adult and Family Services

SALARY: Commensurate upon experience.

LOCATION: Memphis

NATURE OF WORK: The incumbent in this position oversees the administration of three major programs; Families First (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Medicaid/TennCare.

The Tennessee Department of Human Services is announcing a vacancy in one of eight Field Management Director 2 positions. The vacancy is within the Division of Adult and Family Services and is responsible for oversight and leadership in the Department's District 8/Shelby County office. The FMD2 reports to the Assistant Commissioner of Adult and Family Services and is responsible for all aspects of field operations. This includes administrative responsibilities ranging from matters involving grounds/facilities to a human resources component. The primary responsibilities center on the administration of the division's three major programs; Families First (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Medicaid/TennCare. Administration of these programs requires the FMD2 manage a staff of over 250 professional and support level positions.

A candidate must possess strength in strategic thinking, staff coaching/development, program administration, and process design/implementation. This position serves an urban district, understanding this cultural element is a must. The department is seeking a candidate with a proven ability to forge strong relationships with both staff and community partners. The FMD2 must maintain a focus on continuous quality improvement, be performance driven, provide rapid response problem solving, and manage staff relationships in such a way to promote individual and professional growth amongst the team.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree. Master's degree preferred.

Experience: Five years' experience in administrative, professional or technical work; three years of which must have involved supervision of other employees or exercising responsibility for program development and four years must have involved administering regulation and policies of one or more of

the following assistance programs: Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) or Medicaid.

PREFERRED QUALIFICATIONS:

Must have experience directing personnel in the compilation and analysis of administrative data.

Experience analyzing and determining the impact of State or federal legislation.

Pursuant to the State of Tennessee's policy of nondiscrimination, The State of Tennessee Department of Human Services does not discriminate based on race, sex, religion, color, creed, pregnancy, national or ethnic origin, age, disability, or military services in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Interested applicants, please email your resume and a cover letter by close of business on Wednesday, February 6, 2013, to Job.DHS@tn.gov.